

# National Institutes of Health

## NIH Public Access Policy and eRA

**eRA Project Team Meeting**  
*June 14, 2005*

**Timothy C. Hays, Ph.D.**

Office of Extramural Research

Office of Policy for Extramural Research Administration

National Institutes of Health

# NIH Public Access Policy and eRA

- **NIH Public Access (PA) Policy Overview**
- **PA Commons Login**
- **PA Submission Integration with eSNAPs**

# The NIH Public Access Policy

**Effective May 2, 2005:** With input from stakeholders and the public, *NIH's Policy on Enhancing Public Access to Archived Publications Resulting From NIH-Funded Research* has several key elements:

- The Policy strongly encourages, but does not require, all NIH-funded investigators to make the peer-reviewed, author's final manuscript available to other researchers and the public at the NIH National Library of Medicine's (NLM) PubMed Central (PMC) immediately after the final date of publication in a journal.
- At the time of submission, the author will specify the timing of the posting of his or her final manuscript for public accessibility as soon as possible and within twelve months of the publisher's official date of final publication.

**Note:** The author's final manuscript is the final version accepted for journal publication and includes all modifications from the publishing peer review process.

# The NIH Public Access Policy

## What to Submit

- The Policy applies to peer-reviewed, original research publications that have been supported in whole or in part with direct costs from NIH. It does not apply to book chapters, editorials, reviews, or conference proceedings.
- The Policy applies to all research grant and career development award mechanisms, cooperative agreements, contracts, Institutional and Individual Ruth L. Kirschstein National Research Service Awards, as well as NIH intramural research studies.
- NIH is requesting that authors submit manuscripts resulting from:
  - 1) currently funded NIH research projects or
  - 2) previously-supported NIH research projects if they are accepted for publication on or after May 2, 2005.
- Publications resulting from non-NIH-supported research projects should not be submitted.

# Why Public Access

- **ARCHIVE.** Keep a central archive of NIH-funded research publications—for now and in the future, preserving vital medical research results and information for years to come.
- **ADVANCE SCIENCE.** Create an information resource that will make it easier for scientists to mine medical research publications, and for NIH to manage better its entire research investment.
- **ACCESS.** Provide electronic access to NIH-funded research publications for patients, families, health professionals, scientists, teachers, and students.

# NIH Public Access Policy

## Benefits to researchers.

- Beginning August 1, 2005, fulfills a grant progress reporting requirement by substituting deposit for submission of paper copies of articles;
- Ensures that the article is available in PMC to be cross-indexed to other federally supported databases, such as GenBank & Clinical Trials; and
- Heightens the visibility of the research and enhances the likelihood of early and increased citation.

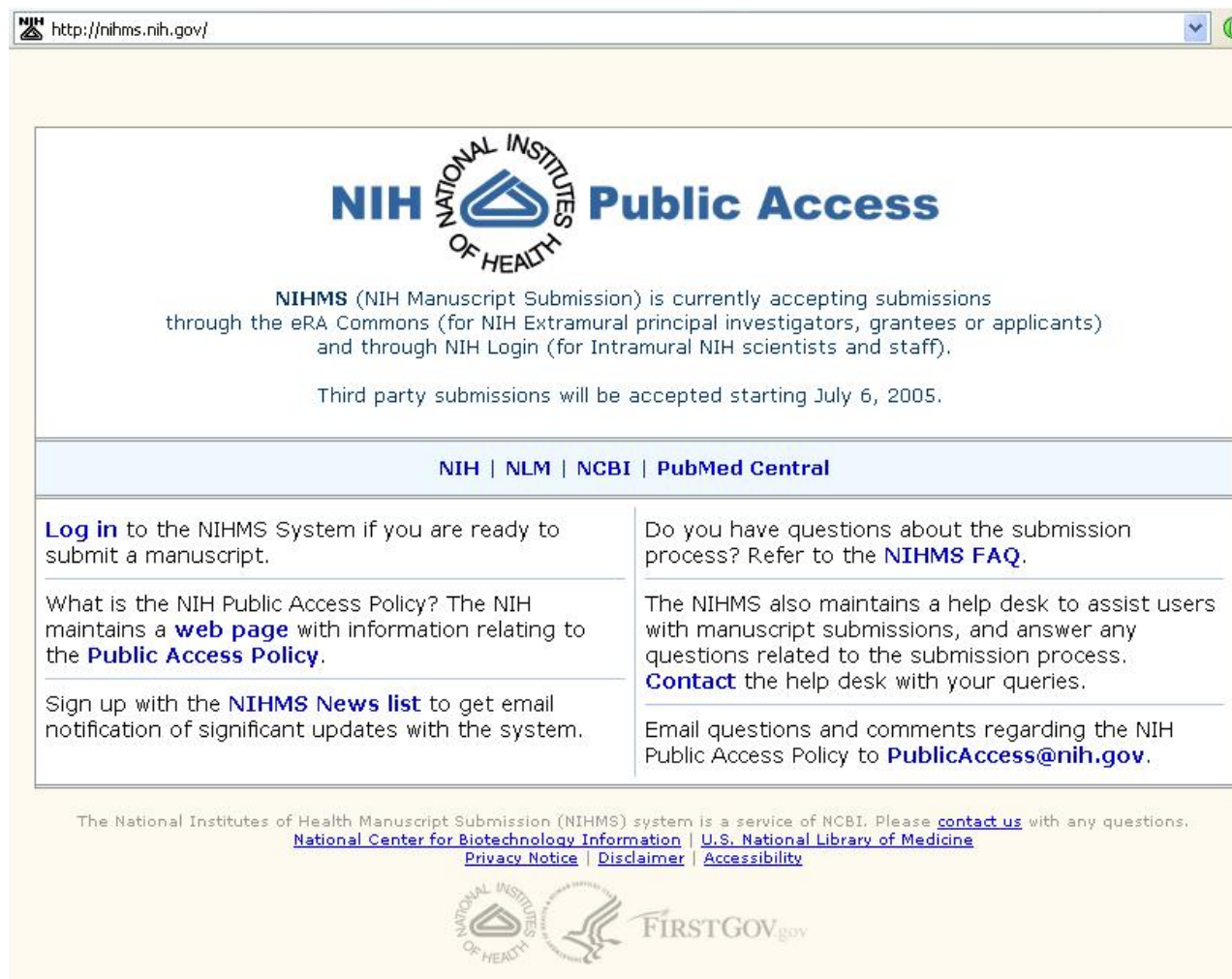
# NIH Public Access Policy

## ...and eRA.

- NIH Manuscript Submission (NIHMS) system:  
eRA login required.
  - Provisional accounts
  - Permanent accounts
- Submit manuscripts from Commons:
  - Personal Profile File: Publications
- eSNAP integration:
  - August 1, 2005, launch of capability
  - Along with PubMed citations, author submitted manuscripts will be available to associate with progress reports

# NIH Public Access Policy and eRA

## Opening Page



The screenshot shows a web browser window with the address bar displaying <http://nihms.nih.gov/>. The main content area features the NIH logo and the text "Public Access". Below this, it states: "NIHMS (NIH Manuscript Submission) is currently accepting submissions through the eRA Commons (for NIH Extramural principal investigators, grantees or applicants) and through NIH Login (for Intramural NIH scientists and staff). Third party submissions will be accepted starting July 6, 2005." A navigation bar contains links for "NIH | NLM | NCBI | PubMed Central". The page is divided into two columns. The left column contains three sections: "Log in to the NIHMS System if you are ready to submit a manuscript.", "What is the NIH Public Access Policy? The NIH maintains a [web page](#) with information relating to the [Public Access Policy](#).", and "Sign up with the [NIHMS News list](#) to get email notification of significant updates with the system." The right column contains two sections: "Do you have questions about the submission process? Refer to the [NIHMS FAQ](#)." and "The NIHMS also maintains a help desk to assist users with manuscript submissions, and answer any questions related to the submission process. [Contact](#) the help desk with your queries." Below these is a section for email questions: "Email questions and comments regarding the NIH Public Access Policy to [PublicAccess@nih.gov](mailto:PublicAccess@nih.gov)." At the bottom, a footer states: "The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI. Please [contact us](#) with any questions. [National Center for Biotechnology Information](#) | [U.S. National Library of Medicine](#) | [Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)". Logos for the National Institutes of Health and FIRSTGOV.gov are also present.

**NIH** NATIONAL INSTITUTES OF HEALTH **Public Access**

NIHMS (NIH Manuscript Submission) is currently accepting submissions through the eRA Commons (for NIH Extramural principal investigators, grantees or applicants) and through NIH Login (for Intramural NIH scientists and staff).  
Third party submissions will be accepted starting July 6, 2005.

[NIH](#) | [NLM](#) | [NCBI](#) | [PubMed Central](#)

**Log in** to the NIHMS System if you are ready to submit a manuscript.

What is the NIH Public Access Policy? The NIH maintains a [web page](#) with information relating to the [Public Access Policy](#).

Sign up with the [NIHMS News list](#) to get email notification of significant updates with the system.

Do you have questions about the submission process? Refer to the [NIHMS FAQ](#).

The NIHMS also maintains a help desk to assist users with manuscript submissions, and answer any questions related to the submission process. [Contact](#) the help desk with your queries.

Email questions and comments regarding the NIH Public Access Policy to [PublicAccess@nih.gov](mailto:PublicAccess@nih.gov).

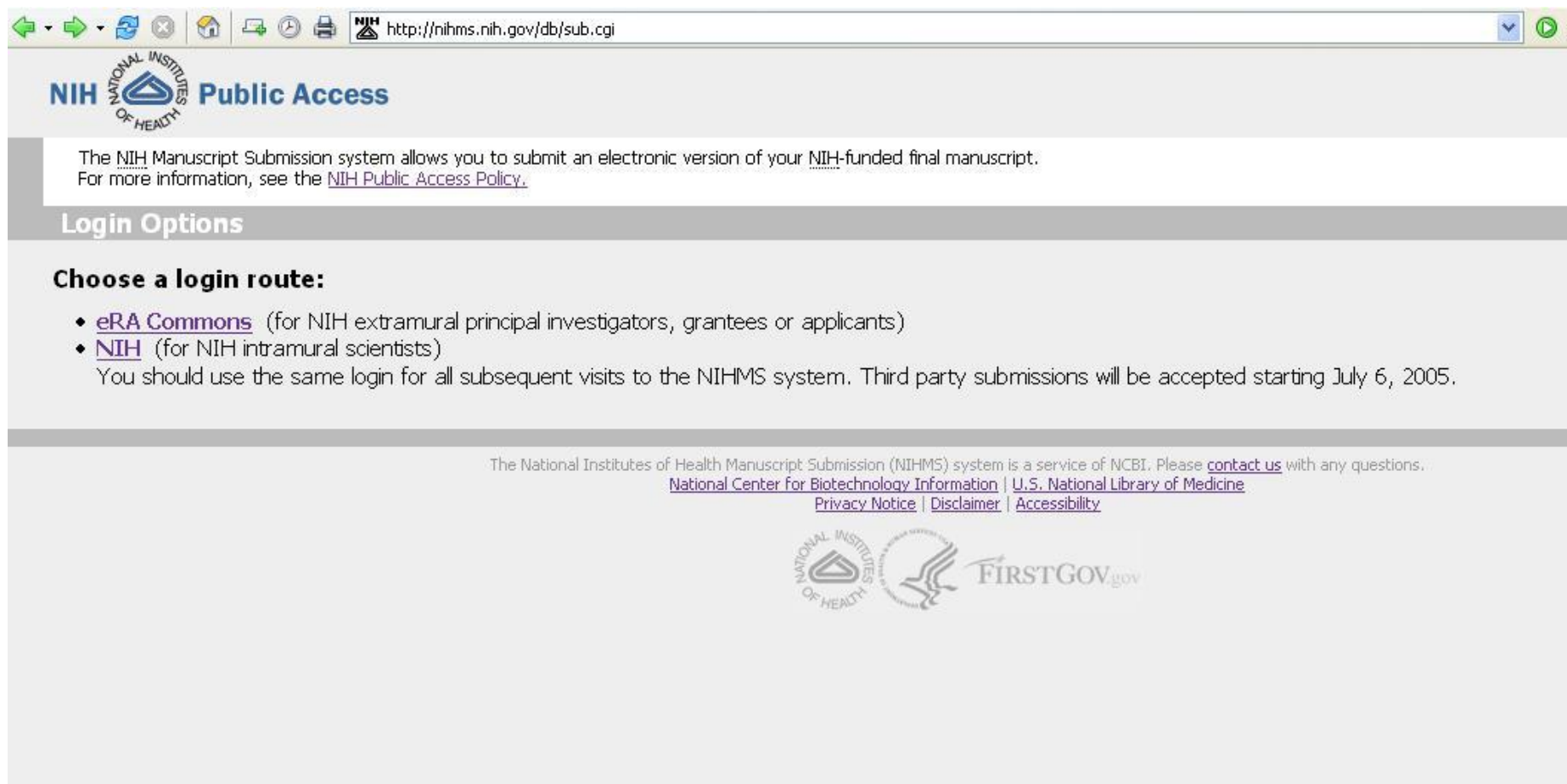
The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI. Please [contact us](#) with any questions.  
[National Center for Biotechnology Information](#) | [U.S. National Library of Medicine](#) | [Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)

NATIONAL INSTITUTES OF HEALTH FIRSTGOV.gov



# NIH Public Access Policy and eRA

## Login Options



The screenshot shows a web browser window with the address bar displaying <http://nihms.nih.gov/db/sub.cgi>. The page header features the NIH logo and the text "Public Access". Below the header, a paragraph states: "The NIH Manuscript Submission system allows you to submit an electronic version of your NIH-funded final manuscript. For more information, see the [NIH Public Access Policy](#)."

### Login Options

**Choose a login route:**

- [eRA Commons](#) (for NIH extramural principal investigators, grantees or applicants)
- [NIH](#) (for NIH intramural scientists)

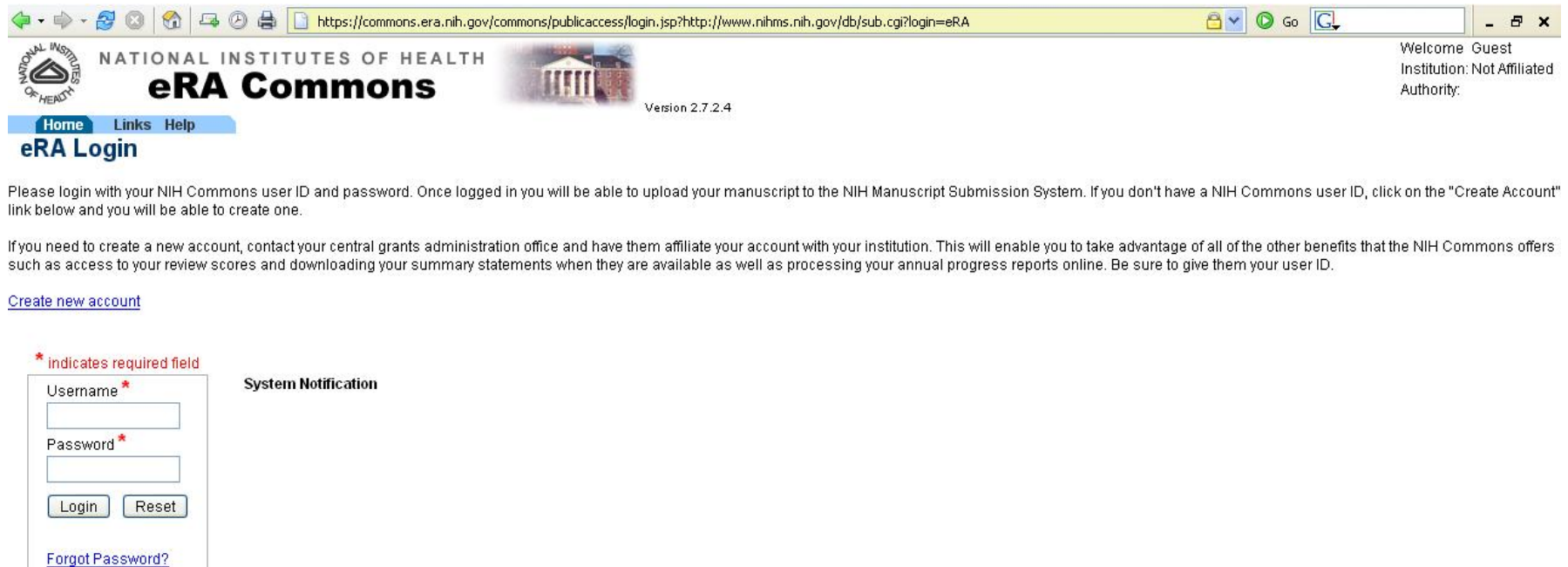
You should use the same login for all subsequent visits to the NIHMS system. Third party submissions will be accepted starting July 6, 2005.

The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI. Please [contact us](#) with any questions.  
[National Center for Biotechnology Information](#) | [U.S. National Library of Medicine](#)  
[Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)

At the bottom of the page, there are logos for the National Institutes of Health, the Department of Health and Human Services, and the FIRST GOV.gov initiative.

# NIH Public Access Policy and eRA

## eRA Commons Login Page



The screenshot shows a web browser window with the address bar displaying the URL: <https://commons.era.nih.gov/commons/publicaccess/login.jsp?http://www.nihms.nih.gov/db/sub.cgi?login=eRA>. The page header includes the NIH logo, the text "NATIONAL INSTITUTES OF HEALTH eRA Commons", and a navigation bar with "Home", "Links", and "Help". The "eRA Login" link is highlighted. A "System Notification" box is present, containing a login form with fields for "Username" and "Password", both marked with a red asterisk to indicate they are required. Below the password field are "Login" and "Reset" buttons. A link for "Forgot Password?" is also present. The page version is noted as "Version 2.7.2.4". A welcome message on the right reads: "Welcome Guest", "Institution: Not Affiliated", and "Authority:".

Version 2.7.2.4

Welcome Guest  
Institution: Not Affiliated  
Authority:

[Home](#) [Links](#) [Help](#)

**eRA Login**

Please login with your NIH Commons user ID and password. Once logged in you will be able to upload your manuscript to the NIH Manuscript Submission System. If you don't have a NIH Commons user ID, click on the "Create Account" link below and you will be able to create one.

If you need to create a new account, contact your central grants administration office and have them affiliate your account with your institution. This will enable you to take advantage of all of the other benefits that the NIH Commons offers such as access to your review scores and downloading your summary statements when they are available as well as processing your annual progress reports online. Be sure to give them your user ID.

[Create new account](#)

\* indicates required field

**System Notification**

Username \*

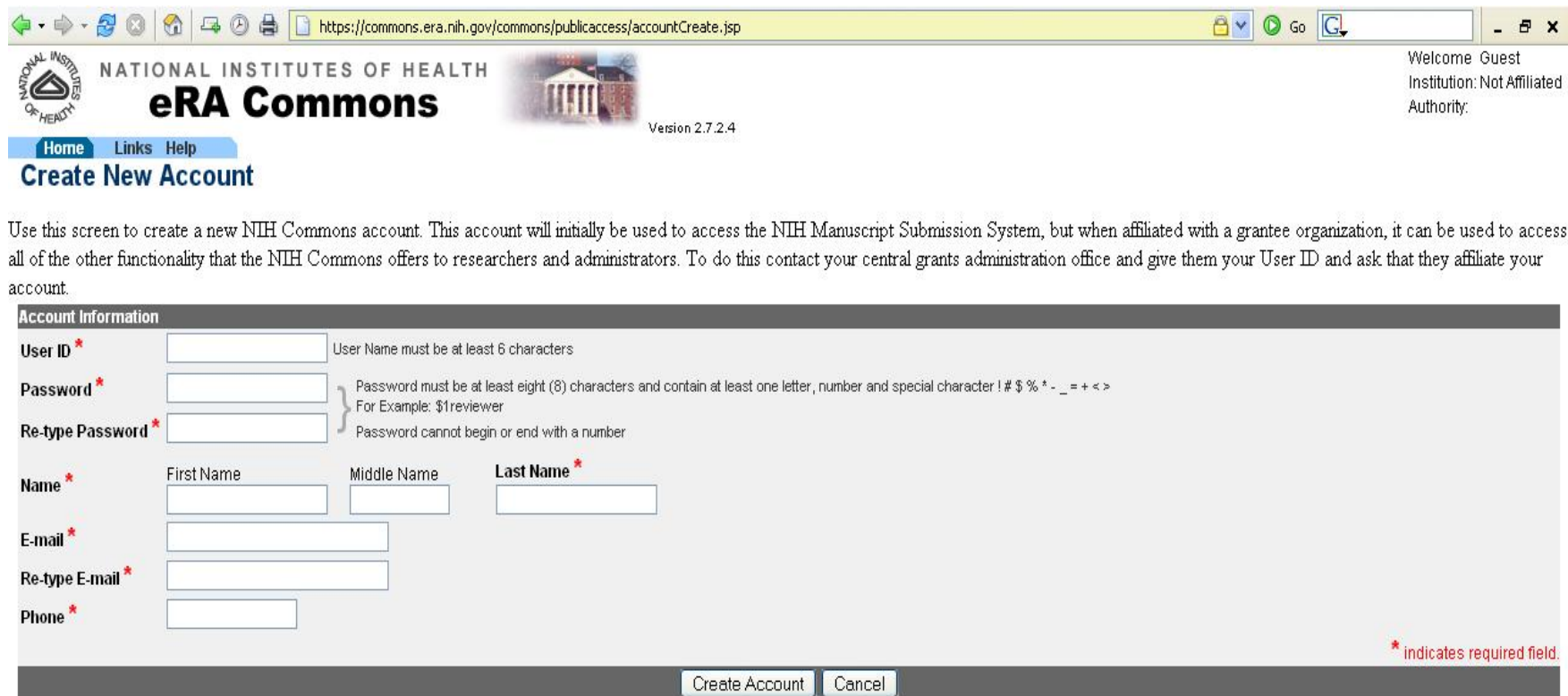
Password \*

Login Reset

[Forgot Password?](#)

# NIH Public Access Policy and eRA

## eRA Commons Provisional Account Creation Page



The screenshot shows a web browser window with the URL <https://commons.era.nih.gov/commons/publicaccess/accountCreate.jsp>. The page header includes the NIH logo, the text "NATIONAL INSTITUTES OF HEALTH eRA Commons", and a version number "Version 2.7.2.4". A navigation bar contains links for "Home", "Links", and "Help". A "Create New Account" link is highlighted. On the right, a user status bar shows "Welcome Guest", "Institution: Not Affiliated", and "Authority:". Below the header, a paragraph explains the purpose of the account creation screen. The main form area is titled "Account Information" and contains several input fields with associated validation rules. At the bottom right, a red asterisk indicates that fields marked with an asterisk are required. At the bottom center, there are "Create Account" and "Cancel" buttons.

Use this screen to create a new NIH Commons account. This account will initially be used to access the NIH Manuscript Submission System, but when affiliated with a grantee organization, it can be used to access all of the other functionality that the NIH Commons offers to researchers and administrators. To do this contact your central grants administration office and give them your User ID and ask that they affiliate your account.

**Account Information**

User ID \*  User Name must be at least 6 characters

Password \*  Password must be at least eight (8) characters and contain at least one letter, number and special character ! # \$ % ^ \_ = + < >  
For Example: \$1reviewer

Re-type Password \*  Password cannot begin or end with a number

Name \*  
First Name  Middle Name  Last Name \*

E-mail \*

Re-type E-mail \*

Phone \*

\* indicates required field.


Create Account Cancel

eRA Create New Account - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://commons.era.nih.gov/commons/publicaccess/accountCreate.jsp

PA Commons eRA OER NIHPort NIH NIH Dir HHS Dir IntNIMH IntraHHS myPay FCU HHS Bkbb Lib MapQ MyY! Nz Ht Ver Adl Dicnry

 NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**  
Version 2.7.2.4

Welcome Guest  
Institution: Not Affiliated  
Authority:

[Home](#) [Links](#) [Help](#)  
**Create New Account**

Use this screen to create a new NIH Commons account. This account will initially be used to access the NIH Manuscript Submission System, but when affiliated with a grantee organization, it can be used to access all of the other functionality that the NIH Commons offers to researchers and administrators. To do this contact your central grants administration office and give them your User ID and ask that they affiliate your account.

Password does not conform to eRA password guidelines. Password must contain at least one number, one letter and one special character. Please choose a new password.

**Account Information**

User ID \*  User Name must be at least 6 characters long.

Password \*  Password must be at least 8 characters long.  
For Example: \$1rev

Re-type Password \*  Password cannot be the same as the User ID.

Name \* First Name  Middle Name

E-mail \*

Re-type E-mail \*

Phone \*

**Web Site Certified by an Unknown Authority**

Unable to verify the identity of \*.ncbi.nlm.nih.gov as a trusted site.

Possible reasons for this error:

- Your browser does not recognize the Certificate Authority that issued the site's certificate.
- The site's certificate is incomplete due to a server misconfiguration.
- You are connected to a site pretending to be \*.ncbi.nlm.nih.gov, possibly to obtain your confidential information.

Please notify the site's webmaster about this problem.

Before accepting this certificate, you should examine this site's certificate carefully. Are you willing to accept this certificate for the purpose of identifying the web site \*.ncbi.nlm.nih.gov?

☐ Accept this certificate permanently

☒ Accept this certificate temporarily for this session

☐ Do not accept this certificate and do not connect to this web site

\* indicates required field.




eRA Create New Account - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://commons.era.nih.gov/commons/publicaccess/accountCreate.jsp

PA Commons eRA OER NIHPort NIH NIH Dir HHS Dir IntNIMH IntraHHS myPay FCU HHS Blckb Lib MapQ MyY! Nz Ht Ver Adl Dicnry

 NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**  
Version 2.7.2.4

Welcome Guest  
Institution: Not Affiliated  
Authority:

Home Links Help

## Create New Account

Use this screen to create a new NIH Commons account. This account will initially be used to access the NIH Manuscript Submission System, but when affiliated with a grantee organization, it can be used to access all of the other functionality that the NIH Commons offers to researchers and administrators. To do this contact your central grants administration office and give them your User ID and ask that they affiliate your account.

Password does not conform to eRA password guidelines. Password must contain at least one number, one letter and one special character. Please choose a new password.

**Account Information**

**User ID \***  User Name must be at least 6 characters

**Password \***  Password must be at least eight (8) characters and contain at least one letter, number and special character ! # \$ % ^ \_ = + < >  
For Example: \$1reviewer

**Re-type Password \***  Password cannot begin or end with a space

**Name \***

First Name	Middle Name	Last Name
<input type="text" value="Tim"/>	<input type="text"/>	<input type="text" value="Hays"/>

**E-mail \***

**Re-type E-mail \***

**Phone \***

\* indicates required field.

**Security Error: Domain Name Mismatch**

You have attempted to establish a connection with "www.nihms.nih.gov". However, the security certificate presented belongs to "ncbi.nlm.nih.gov". It is possible, though unlikely, that someone may be trying to intercept your communication with this web site.

If you suspect the certificate shown does not belong to "www.nihms.nih.gov", please cancel the connection and notify the site administrator.

[View Certificate](#)

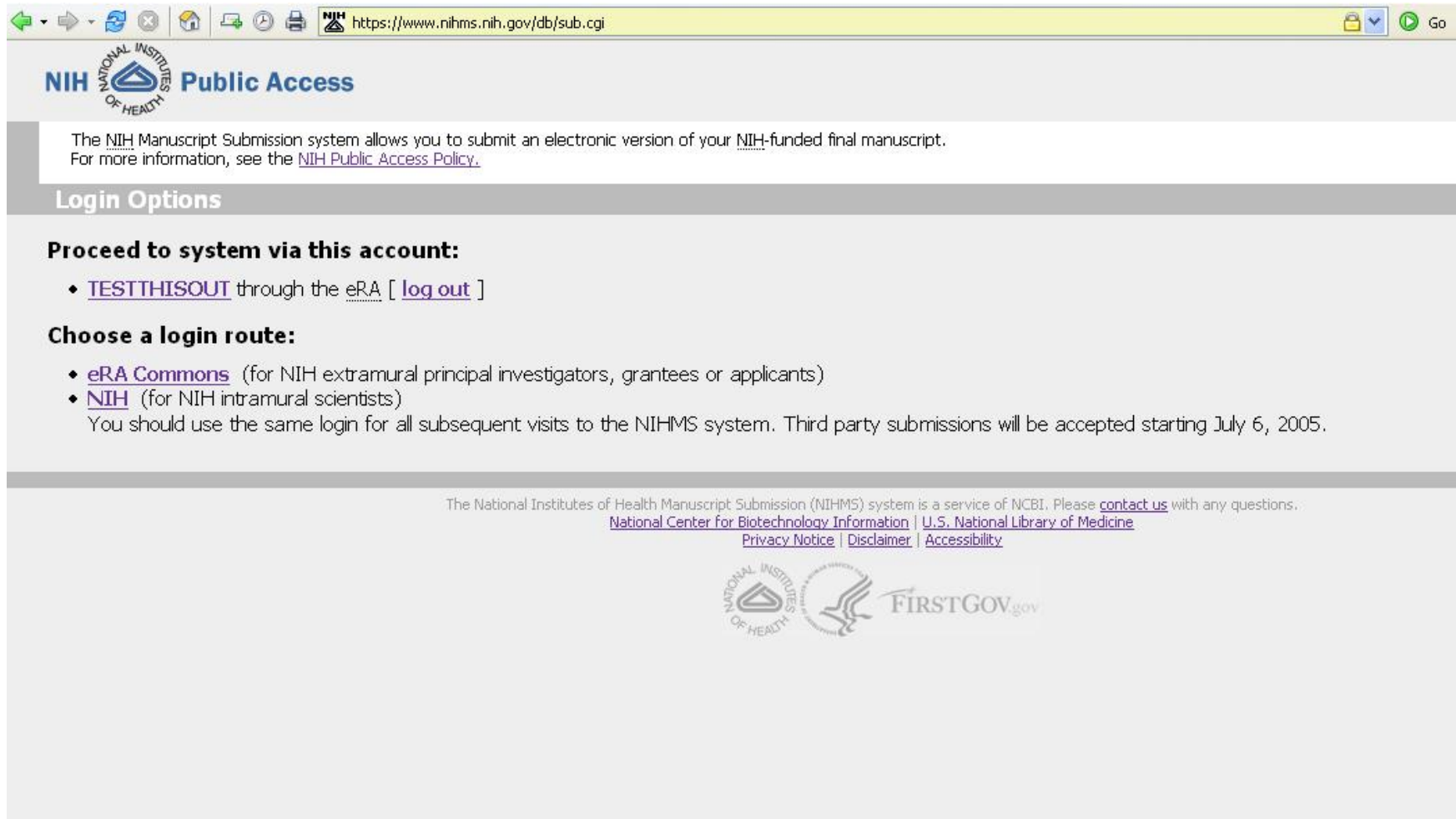
OK Cancel Help





# NIH Public Access Policy and eRA

## Logged In



The screenshot shows a web browser window with the address bar displaying <https://www.nihms.nih.gov/db/sub.cgi>. The page header features the NIH logo and the text "Public Access". Below the header, a paragraph states: "The NIH Manuscript Submission system allows you to submit an electronic version of your NIH-funded final manuscript. For more information, see the [NIH Public Access Policy](#)."

**Login Options**

**Proceed to system via this account:**

- ♦ [TESTTHISOUT](#) through the eRA [ [log out](#) ]

**Choose a login route:**

- ♦ [eRA Commons](#) (for NIH extramural principal investigators, grantees or applicants)
- ♦ [NIH](#) (for NIH intramural scientists)

You should use the same login for all subsequent visits to the NIHMS system. Third party submissions will be accepted starting July 6, 2005.

The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI. Please [contact us](#) with any questions. [National Center for Biotechnology Information](#) | [U.S. National Library of Medicine](#)  
[Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)

At the bottom of the page, there are logos for the National Institutes of Health, the Department of Health and Human Services, and the FIRST GOV.gov logo.

# NIH Public Access Policy and eRA

## Submit Manuscript

https://www.nihms.nih.gov/db/sub.cgi?

NIH NATIONAL INSTITUTES OF HEALTH Public Access

Logged in as: Tim Hays [TESTTHISOUT@eRA]

### Welcome to the NIH Manuscript Submission System

#### Overview of the manuscript submission process:

<b>Set Up Manuscript</b>	Provide bibliographic information, NIH grant information or NIH Intramural project information, and all manuscript files.
<b>Approve PDF Receipt</b>	Review a PDF version of your manuscript to ensure that we received all of the content. During the initial implementation of the NIH Public Access policy, this PDF may be seen in PubMed Central until the final web version is prepared and approved.
<b>Approve Web Version</b>	Review and approve the web version of your manuscript for use in PubMed Central.

#### Before You Get Started

You need to have all of these on hand to send a manuscript to NIH:

- Journal name
  - [What if my journal is not a PubMed journal?](#)
- Manuscript title
- PI name(s) and e-mail
- NIH grant number(s)
- Manuscript file(s)
  - [Which files should I include?](#)
  - [What file types can I use?](#)

[Cancel Submission](#) [Continue](#)

The National Institutes of Health Manuscript Submission (NIHMS) system is a service of NCBI. Please [contact us](#) with any questions.  
[National Center for Biotechnology Information](#) | [U.S. National Library of Medicine](#)  
[Privacy Notice](#) | [Disclaimer](#) | [Accessibility](#)

NIH NATIONAL INSTITUTES OF HEALTH FIRSTGov.gov

# NIH Public Access Policy

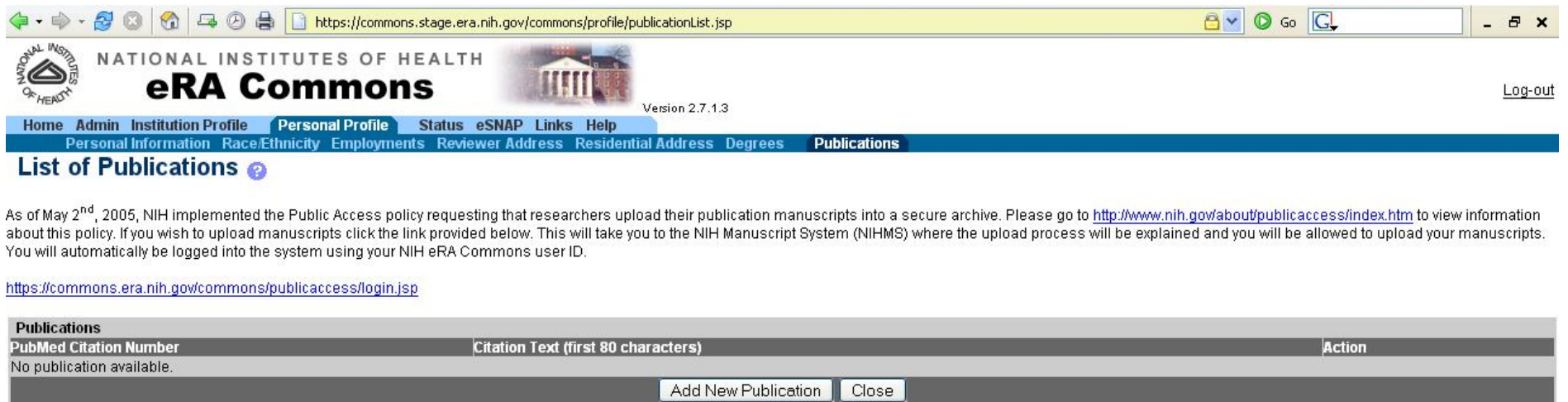
## ...and eRA.

- NIH Manuscript Submission (NIHMS) system: eRA login required.
  - Provisional accounts
  - Permanent accounts
- Submit manuscripts from Commons:
  - Personal Profile File: Publications
- eSNAP integration:
  - August 1, 2005, launch of capability
  - Along with PubMed citations, author submitted manuscripts will be available to associate with progress reports



# NIH Public Access Policy and eRA

## Publications Page



The screenshot shows a web browser window with the URL <https://commons.stage.era.nih.gov/commons/profile/publicationList.jsp>. The page header includes the NIH logo, "NATIONAL INSTITUTES OF HEALTH eRA Commons", and a "Log-out" link. A navigation bar contains links: Home, Admin, Institution Profile, Personal Profile (selected), Status, eSNAP, Links, and Help. Below this is a sub-navigation bar with links: Personal Information, Race/Ethnicity, Employments, Reviewer Address, Residential Address, Degrees, and Publications (selected). The main heading is "List of Publications" with a help icon. A paragraph explains the NIH Public Access policy as of May 2nd, 2005, and provides a link to <http://www.nih.gov/about/publicaccess/index.htm>. Below the text is a link to <https://commons.era.nih.gov/commons/publicaccess/login.jsp>. A table titled "Publications" has columns for "PubMed Citation Number", "Citation Text (first 80 characters)", and "Action". The table content shows "No publication available." At the bottom of the table are two buttons: "Add New Publication" and "Close".

Version 2.7.1.3

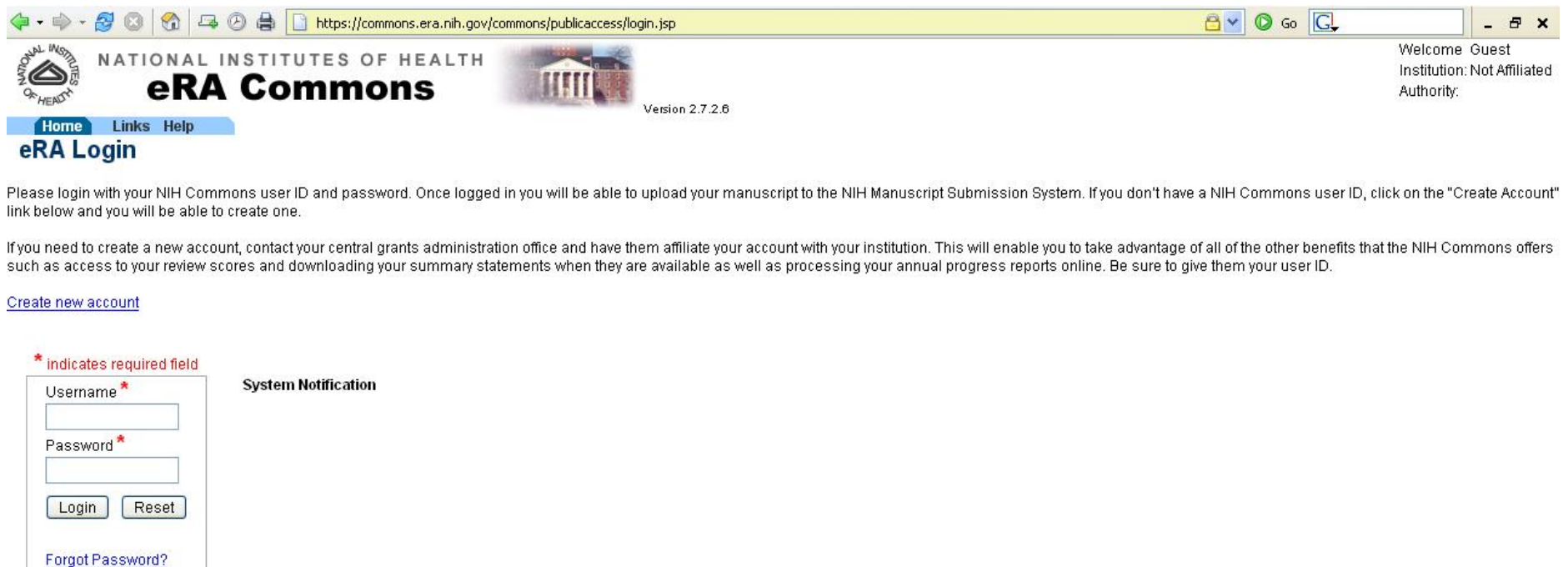
**Publications**

PubMed Citation Number	Citation Text (first 80 characters)	Action
No publication available.		

[Add New Publication](#) [Close](#)

# NIH Public Access Policy and eRA

## eRA Commons Login Page



The screenshot shows a web browser window with the address bar displaying `https://commons.era.nih.gov/commons/publicaccess/login.jsp`. The page header includes the NIH logo, the text "NATIONAL INSTITUTES OF HEALTH eRA Commons", a small image of a classical building, and the version number "Version 2.7.2.6". On the right, it says "Welcome Guest", "Institution: Not Affiliated", and "Authority:". Below the header is a navigation bar with "Home", "Links", and "Help" buttons, and a large "eRA Login" button. The main content area contains a paragraph explaining the login process and a link to "Create new account". Below this is a login form with fields for "Username" and "Password", both marked with a red asterisk. There are "Login" and "Reset" buttons, and a link for "Forgot Password?". To the right of the form is a "System Notification" section.

https://commons.era.nih.gov/commons/publicaccess/login.jsp

NATIONAL INSTITUTES OF HEALTH  
**eRA Commons**  
Version 2.7.2.6

Welcome Guest  
Institution: Not Affiliated  
Authority:

[Home](#) [Links](#) [Help](#)  
**eRA Login**

Please login with your NIH Commons user ID and password. Once logged in you will be able to upload your manuscript to the NIH Manuscript Submission System. If you don't have a NIH Commons user ID, click on the "Create Account" link below and you will be able to create one.

If you need to create a new account, contact your central grants administration office and have them affiliate your account with your institution. This will enable you to take advantage of all of the other benefits that the NIH Commons offers such as access to your review scores and downloading your summary statements when they are available as well as processing your annual progress reports online. Be sure to give them your user ID.

[Create new account](#)

\* Indicates required field

Username\*

Password\*

Login Reset

[Forgot Password?](#)

System Notification

# NIH Public Access Policy

## ...and eRA.

- NIH Manuscript Submission (NIHMS) system: eRA login required.
  - Provisional accounts
  - Permanent accounts
- Submit manuscripts from Commons:
  - Personal Profile File: Publications
- eSNAP integration:
  - August 1, 2005, launch of capability
  - Along with PubMed citations, author submitted manuscripts will be available to associate with progress reports

**NATIONAL INSTITUTES OF HEALTH**  
**eRA Commons**

Version 2.6.3

Welcome unmp116  
Institution: UNM  
Authority: PI [Log-out](#)

[Home](#)
[Administration](#)
[Institution Profile](#)
[Personal Profile](#)
[Status](#)
[eSNAP](#)
[Links](#)
[Help](#)

[Grant List](#)
[Manage eSNAP](#)
[Upload Science](#)
[Edit Business](#)

## Upload Science ?

\* Indicates required field

<b>Name:</b>	CARL SPACKLER	<b>Grant Number:</b>	5R01CA050452-03
<b>Grantee Institution:</b>	UNM		

Files	File Name	Date Created	Status	
<b>Progress Report File:</b> *	eSNAP Sample Progress Report.pdf	04/03/2005	COMPLETED	<input type="button" value="Import"/> <input type="button" value="Remove"/>
<b>Research Accomplishments File:</b> Use this section to provide summary bullets of science highlights and other significant changes.			NOT UPLOADED	<input type="button" value="Import"/>
<b>Other File:</b>			NOT UPLOADED	<input type="button" value="Import"/>

### Publication Information

**PubMed Citation Number:**

**Citation Text:**

### Publications

Associate with this eSNAP	PubMed Citation #	Citation Information
<input checked="" type="checkbox"/>	1234560000	Wilson,A.G., Fuller, R.T. and Borisy, S.S. (1999)Monastral bipolar Syndrom:Implications for Oral Administration
<input checked="" type="checkbox"/>	234234	Wilson,A.G., Fuller, R.T. and Borisy, S.S. (1999)Monastral bipolar Syndrom:Implications for Grant Administration

**This section was completed by CARL SPACKLER on 04/03/2005**

# Summary

- **New NIH Public Access Policy began on May 2, 2005.**
- **PA Commons Login is required for submissions by non-NIH investigators**
- **PA Submissions Integrated into eSNAP on August 1, 2005.**

# NIH Public Access Policy Resources

- **Public Access Policy Website:**  
<http://www.nih.gov/about/publicaccess/>
- **NIH Manuscript Submission (NIHMS) System:**  
<http://www.nihms.nih.gov/>
- **Public Access Policy in the *NIH Guide*:**  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-022.html>
- **Authors' Manual:**  
[http://www.nih.gov/about/publicaccess/publicaccess\\_Manual.htm](http://www.nih.gov/about/publicaccess/publicaccess_Manual.htm)
- **Implementation Plan:**  
[http://www.nih.gov/about/publicaccess/publicaccess\\_imp.htm](http://www.nih.gov/about/publicaccess/publicaccess_imp.htm)
- **Public Access Policy Mailbox**  
[PublicAccess@nih.gov](mailto:PublicAccess@nih.gov)